

- Unit Letterhead -

**Example Memorandum for
Treasurer Report if FRG Has No Checking Account
Or No Funds in Their FRG Checking Account**

SD- XXXXXX

(DATE)

MEMORANDUM FOR (Enter Unit Designation) FRG Checking Account Report

SUBJECT: Annual Treasurer's Report

1. This reporting period covers the following dates: (Enter date) to (Enter date).
From Date To Date
2. Currently (Enter Unit Designation) FRG has no Checking Account. **OR**
3. Currently (Enter Unit Designation) FRG currently has no funds in their Checking Account.
4. Our EIN is (Enter EIN).
5. Your point of contact for this report is (Enter FRG Representative or Unit Representative and Phone Number).

FRG Rep. or Unit Representative
Signature Block

DISTRIBUTION:
Unit Commander
State Family Readiness Office
Unit Family Readiness Group Lead Volunteer